

U.S. Department of Housing and Urban Development Office of Public and Indian Housing Office of Public Housing and Voucher Programs

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Table of Contents

1. Definitions	1
2. General/Policy Questions	
2.1 Can MTW PHAs choose between submitting to the MTW module or the Form 50058 module?	2
2.2 Will the MTW module be available to all MTW sites at the same time?	2
2.3 What is the new OMB number for the renewed Form HUD-50058 MTW?	
2. 4 Are MTW sites required to use the Form HUD-50058 MTW with the implementation of the MTW module	? 2
2.5 What reporting frequency is required for MTW sites?	2
2.6 When do MTW sites need to complete their submissions to the MTW module?	2
2.7 How should MTW sites report on "floating units"?	3
2.8 Does the 95 percent reporting rate requirement under Notice PIH 2005-17 apply to MTW agencies?	3
3.1 How do MTW sites access the MTW module?	4
3.2 How do MTW sites submit data to the MTW module?	
3.3 Where is the template for submitting MTW information?	4
3.4 How can MTW sites view data submitted to the MTW module?	
3.5 What is the difference between baseline record and current data in the MTW module?	4
3.6 Is there an MTW module test site?	5
3.7 Will the MTW module generate End of Participation records for households without activity for over 18	
months?	5
3.8 Is there an alternative way for MTW sites to populate the MTW module other than through the RTP?	
3.9 How much historical data do MTW sites need to submit to the MTW module?	
3.10 Where should MTW sites reporting to MTW module report their non-MTW households (i.e. special purpos	se
vouchers and mod rehab)?	5
3.11 Can MTW sites transmit multiple sources of income for a family member without transmitting duplicate	
family member information?	5
3.12 What file formats can MTW sites submit to the MTW module?	
3.13 How should MTW sites report on portability households to the MTW module?	
3.14 What will happen to the sites that previously submitted data in the Form 50058 module?	
3.15 Should MTW sites report households receiving project-based assistance to the MTW module?	6
3.16 Can MTW sites submit data on households participating in the Moderate Rehabilitation program to the	
MTW module?	
3.17 How does PIH track the reporting rates of MTW sites reporting to the Form 50058 module?	
3.18 Do MTW sites need to submit Family Self-Sufficiency data to the MTW module?	
4. Record Removal Process/Record Transfer Process	7
4.1 What is the RRP?	7
4.2 What is the RTP?	7
4.3 How will the RRP/RTP work?	7
4.4 Can MTW sites submit a list of Social Security Numbers (SSNs) to keep in the Form 50058 module instead	
of a list of SSNs to delete for the RRP?	[
4.5 How do MTW sites participate in the RRP/RTP?	
4.6 Is the RRP/RTP available for both public housing and the Housing Choice Voucher program?	8
4.7 Did PIH complete the RRP request submitted in June 2005?	8
4.8 Does PIH have an initial baseline for the RRP/RTP?	
4.9 How do MTW sites submit records for the RRP/RTP?	
5. PIC Building and Unit Module	9
5.1 Do MTW sites need to update their public housing Building and Unit data to submit to the MTW module?	
n Technical Reference Calline	.10

6.1 Does the MTW module allow for the accurate transmission of data elements?	10
6.2 What is the data transmission protocol?	10
6.3 What edit checks will the MTW module perform on data submitted to the module?	10
6.4 Where is the MTW TRG posted on the HUD website?	10
6.5 What is the standard date format for the MTW module?	10
6.6 How should MTW sites transmit calculated fields to the MTW module?	10
6.7 How should MTW sites report tenant rent fields to the MTW module that can be positive or negative?	
6.8 How can MTW sites and vendors submit questions on the MTW TRG?	10
7. Enterprise Income Verification System	11
7.1 What is the Enterprise Income Verification (EIV) System?	
7.1 What is the connection between the MTW module and the EIV system?	
7.2 Will the initial upload of MTW data to the MTW module immediately activate TASS data for all tenants?	11
7.3 How do MTW sites access the EIV system?	
7.4 Do MTW sites need residents to complete any additional consent forms besides the Form HUD-9886 in orde	
to access EIV data?	
7.5 Is there a limit to the number of users that can access EIV?	
7.6 Will MTW sites with EIV data for households in the Form 50058 module lose access to that data when they	
submit End of Participation records for the households prepare to begin reporting on them to the MTW module?	12

1. Definitions

(Note: For purposes of reporting to PIC, the MTW sites have been divided into two groups: full sites and partial sites.)

Alternate rent structure (ARS) is defined as one that differs in any way from the statutory rent formula, including frequency of reexaminations and excluded income.

Full sites are defined as those sites for which the administrative provisions of the MTW program apply to all or most of the agency's families, except special purpose vouchers. These sites may be either block grant or non-block grant sites.

Partial sites are defined as those sites for which the MTW provisions apply to only a subset of families. As of March 2006, four sites are considered partial sites for purposes of reporting to PIC: Massachusetts, Minneapolis, San Antonio, and San Mateo. All other sites are considered full MTW sites.

Special purpose vouchers include mod rehab, welfare to work, mainstream for elderly, mainstream for disabled, and enhanced vouchers. These vouchers are the result of specific appropriations language and requirements that either delay or prevent their inclusion in the MTW demonstration. All special purpose vouchers are therefore excluded from the MTW module and must continue to be reported to the 50058 module.

2. General/Policy Questions

2.1 Can MTW PHAs choose between submitting to the MTW module or the Form 50058 module?

All full MTW sites* with alternative rent structures report to the MTW module. MTW sites without alternative rent structures report to the Form 50058 module unless HUD Headquarters grants written permission to them to transmit to the MTW module. MTW sites not sure where to report should email PIH_MTW_PIC-Reporting@hud.gov.

*Note: MTW sites that participate partially in the MTW program (as of March 2006 those sites are Minneapolis, Massachusetts, San Antonio and San Mateo) are not required to submit data on their MTW households to either the Form 50058 module or the MTW module. Partial MTW sites that choose to report on their MTW households must submit to the MTW module if they have an alternative rent structure and the Form 50058 module if they do not.

2.2 Will the MTW module be available to all MTW sites at the same time?

Yes, PIH released the MTW module concurrently to all MTW sites on March 13, 2006.

2.3 What is the new OMB number for the renewed Form HUD-50058 MTW?

The current OMB approval number for the Form HUD-50058 MTW (with the 1/31/2007 expiration date) is 2577-0083. This OMB approval gives HUD the authority to collect the subset of MTW data elements contained on the MTW template.

2. 4 Are MTW sites required to use the Form HUD-50058 MTW with the implementation of the MTW module?

While MTW sites should continue to collect and maintain all of the data contained on the Form HUD-50058 MTW, PIH only requires that they transmit the select fields from the form on the MTW template.

2.5 What reporting frequency is required for MTW sites?

PIH requires transactional reporting to the MTW module, just as PIH requires agencies (both MTW and non-MTW agencies) to report to the Form 50058 module. With transactional reporting, agencies submit every action type for a household on an on-going basis.

2.6 When do MTW sites need to complete their submissions to the MTW module?

MTW sites participating in the Record Removal Process (RRP)/Record Transfer Process (RTP) have 120 days from the date PIH completes each site's RRP/RTP request to submit their records to the MTW module for all MTW households. MTW sites not participating in either the RRP or RTP have 120 days from the March 13, 2006 Public and Indian Housing Information Center (PIC) release to submit their records to the MTW module for all MTW households. For the sites not participating in the RRP or the RTP process, the 120-day deadline is July 11, 2006.

2.7 How should MTW sites report on "floating units"?

HUD requires agencies (both MTW and non-MTW) to submit all public housing and non-public housing units in mixed-finance buildings/developments to the PIC Development sub-module. The "PIH Information Center Building & Unit Mixed Finance Developments ("Fixed" vs. "Floating Units) Job Aid addresses how to record "floating units" in the PIC Development sub-module and is available at: http://www.hud.gov/offices/pih/systems/pic/ts/floatingunit_jobaid.pdf.

2.8 Does Notice PIH 2005-17 apply to MTW agencies?

Notice PIH 2005-17 only applies to MTW sites that participate partially in the MTW program (Minneapolis, Massachusetts, San Antonio and San Mateo) and only for the non-MTW households at those sites. The notice does not apply to MTW sites that participate fully in the MTW program. However, HUD will be monitoring the reporting rates for all MTW sites.

3. Submission

3.1 How do MTW sites access the MTW module?

MTW sites access the MTW module through PIC. MTW sites access PIC at: http://pic.hud.gov. PIC technical support is available at: http://www.hud.gov/offices/pih/systems/pic/ts/index.cfm.

3.2 How do MTW sites submit data to the MTW module?

MTW sites submit data to the MTW module either through populating and uploading the MTW template or by using the on-line data entry function available through the MTW module. MTW sites using the template must use the version for the March 2006 PIC release. Previous versions of the MTW template are obsolete.

3.3 Where is the template for submitting MTW information?

The MTW template is available in the PIC MTW module under "Data Collection".

3.4 How can MTW sites view data submitted to the MTW module?

Until online reports are available through the MTW module, MTW sites can submit data requests to the Office of Public and Indian Housing (PIH) Management and Occupancy Division at PIH_MTW_PIC-Reporting@hud.gov.

3.5 What is the difference between baseline record and current data in the MTW module?

For MTW sites with historical data, the baseline record (either a New Admission, Historical Adjustment or Portability Move-in record) contains data as-of the time the households began being served by the MTW site. This record establishes the MTW household in the MTW module. After submitting the baseline record, the MTW site then submits the current action type for each household with current data. Approach A and B in the "Guidance for Moving to Work Sites on Removing Records from the Form 50058 Module and Initially Populating the MTW Module" document addresses submitting baseline records with historical data.

MTW sites that do not have, or do not want to submit, historical data will submit baseline records (New Admission or Portability Move-in record) with current data. Approach C in the "Guidance for Moving to Work Sites on Removing Records from the Form 50058 Module and Initially Populating the MTW Module" document addresses submitting baseline records with current data.

3.6 Is there an MTW module test site?

Yes, a test site in PIC Test will be available after the March 2006 PIC release. The PIC Test site will give MTW sites the opportunity to verify that their records for the RRP/RTP were processed correctly. The PIC Test site can also be used to test the upload process to check if errors exist in their files. If errors exist, MTW sites can correct their errors prior to submitting records to the actual PIC module.

3.7 Will the MTW module generate End of Participation records for households without activity for over 18 months?

No, the MTW module will not generate End of Participation records for households without activity for over 18 months. Just as with the Form 50058 module, the MTW module will always retain the latest record submitted for each household in the current database.

3.8 Is there an alternative way for MTW sites to populate the MTW module other than through the RTP?

If MTW sites do not have data in the Form 50058 module that can be transferred through the RTP to populate the MTW module, the MTW site will need to either populate and upload the MTW template or use the on-line data entry functionality in the MTW module to populate the MTW module.

3.9 How much historical data do MTW sites need to submit to the MTW module?

MTW sites are only required to submit a baseline record and the current action type for each resident. MTW sites are not required to submit the interim records that may have taken place in between the baseline record and the current record. Step 2 in the "Guidance for Moving to Work Sites on Removing Records from the Form 50058 Module and Initially Populating the MTW Module" document describes the three approaches MTW sites have for populating the MTW module.

3.10 Where should MTW sites reporting to MTW module report their non-MTW households (i.e. special purpose vouchers and mod rehab)?

MTW sites must continue to submit the Form HUD-50058 to the Form 50058 module for households not participating in the MTW program. For full sites, with alternate rent structures this will only be a special purpose voucher (as defined in Section 1 of this document). All other families (whether they are on an alternate rent structure or not) are reported to the MTW module.

3.11 Can MTW sites transmit multiple sources of income for a family member without transmitting duplicate family member information?

Yes, with the March 2006 PIC release MTW sites can submit multiple sources of income for a person without duplicating family member information.

3.12 What file formats can MTW sites submit to the MTW module?

MTW PHAs can submit the template as an Excel or CSV file to the MTW module.

3.13 How should MTW sites report on portability households to the MTW module?

MTW sites reporting to the MTW module should follow the same instructions as MTW and non-MTW sites reporting to the Form 50058 module. When portability occurs, the originating site reports a "Portability Move-out" record and the receiving site submits a "Portability Move-in" record. This process applies regardless of whether the originating or receiving site is an MTW site.

3.14 What will happen to the sites that previously submitted data in the Form 50058 module?

PIH retains all data submitted to the Form 50058, including households for whom the MTW sites submitted an End of Participation record. MTW sites can access all previously submitted data for households in the Form 50058 module through the Form 50058 Viewer feature.

3.15 Should MTW sites report households receiving project-based assistance to the MTW module?

Yes, MTW sites should report households receiving project-based assistance through the Housing Choice Voucher Program using Section 21 of the MTW template.

3.16 Can MTW sites submit data on households participating in the Moderate Rehabilitation program to the MTW module?

No, MTW sites may not submit data on households participating in the Moderate Rehabilitation (Mod Rehab) program to the MTW module because the Mod Rehab program is not part of the MTW program. MTW sites should continue to submit these households to the Form 50058 module.

3.17 How does PIH track the reporting rates of MTW sites reporting to the Form 50058 module?

PIH tracks reporting rates through the PIC Delinquency Report. For the four MTW sites that participate partially in the MTW program (as of March 2006, those sites are Minneapolis, Massachusetts, San Antonio and San Mateo) for whom Notice PIH 2005-17 applies, PIH will need to manually adjust their reporting rates to only account for their non-MTW households. PIH will be monitoring the reporting rates for all MTW sites.

3.18 Do MTW sites need to submit Family Self-Sufficiency data to the MTW module?

The MTW template includes select Family Self-Sufficiency (FSS) fields from the Form HUD-50058 MTW. The Form HUD-50058 MTW Instruction Booklet provides information on how to complete these fields and the MTW Technical Reference Guide (TRG) provides information on how to submit these fields.

4. Record Removal Process/Record Transfer Process

4.1 What is the RRP?

The RRP is a service PIH provides MTW sites. Through the RRP, PIH will generate automatic End of Participation records for households identified by the MTW site that exist in the Form 50058 module that MTW site will be submitting records for to the MTW module. MTW sites reporting to the Form 50058 module can also participate in the RRP if they have former households in the Form 50058 module for which that they want PIH to generate End of Participation records.

4.2 What is the RTP?

The RTP is a service PIH provides MTW sites reporting to the MTW module. Through the RTP, PIH will transfer records identified by the MTW site to the MTW module to automatically create those households' baseline records.

4.3 How will the RRP/RTP work?

PIH will process RRP/RTP requests from MTW sites one at a time beginning after the March 2006 PIC release. PIH will first process the request in the PIC Test database (as a trial-run). Once PIH has processed the request in PIC Test, PIH will contact the MTW site and instruct them to access PIC Test (with a password PIH will provide the MTW site at that time) and confirm that PIH implemented the RRP/RTP request correctly. Once the MTW site acknowledges that their RRP/RTP request was implemented correctly, PIH will then replicate the process in PIC Test in the actual (production) PIC database.

4.4 Can MTW sites submit a list of Social Security Numbers (SSNs) to keep in the Form 50058 module instead of a list of SSNs to delete for the RRP?

MTW sites have three options for what to submit for the RRP:

- List of SSNs to keep in the Form 50058 module
- List of SSNs to delete in the Form 50058 module
- Request to <u>delete all</u> records in the Form 50058 module.

MTW sites were to submit their request and lists to PIH_MTW_PIC-Reporting@hud.gov by Friday, March 10, 2006. The "Guidance for Moving to Work Sites on Removing Records from the Form 50058 Module and Initially Populating the MTW Module" document provides information for MTW sites on participating in the RRP/RTP. MTW sites that want to participate in the RRP/RTP that have not submitted their lists interest should do so immediately.

4.5 How do MTW sites participate in the RRP/RTP?

MTW sites interested in participating in the RRP/RTP were to contact Lloyd Darasaw at Lloyd_C._Darasaw@hud.gov by January 20, 2006. MTW sites interested in participating in the RRP/RTP that have not expressed their interest should do so immediately.

4.6 Is the RRP/RTP available for both public housing and the Housing Choice Voucher program?

Yes, the RRP/RTP applies to both public housing and the Housing Choice Voucher program.

4.7 Did PIH complete the RRP request submitted in June 2005?

No, PIH postponed the RRP until after the March 2006 PIC release so it could be implemented in conjunction with the RTP.

4.8 Does PIH have an initial baseline for the RRP/RTP?

No, there is no initial baseline. MTW sites participating in the RRP/RTP were to submit their lists of households to PIH_MTW_PIC-Reporting@hud.gov by March 10, 2006. MTW sites that want to participate in the RRP/RTP that have not submitted their lists interest should do so immediately.

4.9 How do MTW sites submit records for the RRP/RTP?

MTW sites have three options for what to submit for the RRP:

- List of <u>SSNs to keep</u> in the Form 50058 module
- List of SSNs to delete in the Form 50058 module
- Request to <u>delete all</u> records in the Form 50058 module.

MTW sites were to submit their request and lists to PIH_MTW_PIC-Reporting@hud.gov by Friday, March 10, 2006. The "Guidance for Moving to Work Sites on Removing Records from the Form 50058 Module and Initially Populating the MTW Module" document provides information for MTW sites on participating in the RRP/RTP. MTW sites that want to participate in the RRP/RTP that have not submitted their lists interest should do so immediately.

5. PIC Building and Unit Module

5.1 Do MTW sites need to update their public housing Building and Unit data to submit to the MTW module?

Yes, MTW sites must update their public housing Building and Unit data <u>first</u> in order to successfully submit data on their public housing households to the MTW module. This includes updating the building and unit data on mixed-finance developments.

6. Technical Reference Guide

6.1 Does the MTW module allow for the accurate transmission of data elements?

Yes, data is validated using edits contained in the MTW TRG.

6.2 What is the data transmission protocol?

MTW sites can submit data using the "Data Collection" sub-module in the MTW module. MTW sites can submit data either by using the on-line data entry functionality or by uploading the MTW template. The MTW TRG provides the instructions for programming vendor software to transmit data to the MTW module

6.3 What edit checks will the MTW module perform on data submitted to the module?

The TRG contains the complete list of edit checks for the MTW module.

6.4 Where is the MTW TRG posted on the HUD website?

The MTW Technical Reference Guide is posted at http://www.hud.gov/offices/pih/systems/pic/50058/pubs/trg/index.cfm.

6.5 What is the standard date format for the MTW module?

The standard data format for reporting all date fields to the MTW module is MMDDYYYY.

6.6 How should MTW sites transmit calculated fields to the MTW module?

The calculated fields should be reported as indicated in the MTW TRG.

6.7 How should MTW sites report tenant rent fields to the MTW module that can be positive or negative?

Fields that can be negative should be zero filled with a negative sign in the left-most position.

6.8 How can MTW sites and vendors submit questions on the MTW TRG?

Users of the MTW TRG can post questions to the MTW forum on the PIC website. The address for this forum is http://198.200.153.9/pih/pihboard/MTWmtcs/pihboard.html. HUD monitors and responds to questions posted to this forum on a regular basis. MTW sites and vendors can also submit questions to PIH_MTW_PIC-Reporting@hud.gov.

7. Enterprise Income Verification System

7.1 What is the Enterprise Income Verification (EIV) System?

The EIV system is a HUD provided Internet-based tool that allows PHAs to view employment information, wages, unemployment compensation and social security benefit information at any point in time. The system compares PHA verified/tenant reported wages, unemployment compensation and social security benefit information reported on HUD form 50058 with the UIV-reported amounts for the same income sources to identify families that may have substantially under reported their household income.

7.2 What is the connection between the MTW module and the EIV system?

The Enterprise Income Verification (EIV) system receives key identifiers on tenants from the Form 50058 module and the MTW module. MTW sites must submit data to either the Form 50058 module or the MTW module in order to use the EIV system for their MTW households.

7.3 Will the initial upload of MTW data to the MTW module immediately activate TASS data for all tenants?

The need for TASS was eliminated when the EIV system became accessible to all 50 states with the August 2005 PIC release.

7.4 How do MTW sites access the EIV system?

MTW sites should contact their User Administrator to request access to the EIV system. Each user will be required to fill out an "EIV Access Authorization Form" and an "EIV Rules of Behavior and User Agreement". The PHA User Administrators will submit these forms to the Field Office (FO) User Administrators and request access to the EIV system. EIV access is typically granted within 24 hours of the request.

EIV users must use the Web Access Security Subsystem (WASS) to access EIV. The web address for the WASS login screen is https://www11.hud.gov/hud_systems/bd_index.cfm.

MTW sites that are new to the EIV system can contact the FO User Administrator at their local Field Office for further information on accessing the EIV system. A list of Field Office User Administrators can be found at

http://www.hud.gov/utilities/intercept.cfm?/offices/pih/programs/ph/rhiip/docs/fouivcoord.pdf.

MTW sites can also access EIV information on the EIV website at http://www.hud.gov/offices/pih/programs/ph/rhiip/uivsystem.cfm.

7.5 Do MTW sites need residents to complete any additional consent forms besides the Form HUD-9886 in order to access EIV data?

No, the Form HUD-9886 is sufficient. MTW sites that conduct a reexamination less frequently than once per year are reminded that the Form HUD-9886 is valid for only 15 months. Therefore, even if a reexamination is not conducted annually, the PHA should obtain a current Form HUD-9886 at least every 15 months.

7.6 Is there a limit to the number of users that can access EIV?

No, the number of EIV users is not limited.

7.7 Will MTW sites with EIV data for households in the Form 50058 module lose access to that data when they submit End of Participation records for the households prepare to begin reporting on them to the MTW module?

If MTW sites submit baseline records for households to the MTW module that are more than 15 months old, the EIV system will not request updated income information for those households until the MTW site transmits current records (with an effective date within the past 15 months) for those households to the MTW module. After the MTW sites remove households from the MTW module (through either the RRP or by submitting End of Participation records), the EIV system will continue to display the last data obtained for those households from when the households existed in the Form 50058 module. Until the MTW site transmits records with effective dates within the past 15 months to the MTW module, the EIV system will list the households as having End of Participation records.